



University of Kentucky  
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## Office for Student Success Student Death Protocol – Summary

**Purpose:** In the event of the death of a student, this protocol is designed to provide information that will assist campus partners in responding to the death in a timely, appropriate, and compassionate manner.

**Campus Responsibility:** UK Police and Student Success are responsible for responding to any student death. Communication and action planning flow through these offices.

In the event that other campus personnel (faculty or staff) learn about a student death first, they should contact the VP for Student Success, Dean of Students, or Chief of Police immediately to report the incident. Once the University confirms a student death, the following procedures will be followed:

### Procedures:

- a. Upon confirmation of a student death, the VP for Student Success, Dean of Students, or Chief of Police begin the Student Death Protocol. The President is informed of the incident.
- b. Next, the **“UKPD Critical Incident Notification Procedure for University Leadership”** is followed. This notification procedure informs key University leaders of the situation to begin service support and is usually initiated by Rick Management.
- c. Office of Student Success begins **“Student Death – Family Notification Procedure”** to inform the family of what has happened. After notification, the Dean of Students will become the family’s liaison with UK.
- d. The Dean of Students contacts the AVP for Student Well-being who then notifies the UK Counseling Center Director or designated professional staff member on-call.
- e. If the death occurs in a residence hall, Residence Life staff **follow the Residence Life “Student Death Protocol” contained in their staff manual.**
- f. After confirmation that the family has been notified and the President is aware, **the VP for Student Success notifies the impacted Dean(s) and the President of SGA.** Impacted Dean(s) notify the student’s current faculty members.
- g. The Dean of Students or designee then sends an email to campus contacts who need to be informed (such as the student’s Academic Advisor, Registrar, Financial Aid, etc.).
- h. The VP for Student Success works with Dean of Students, the AVP for Student Well-Being, the AVP for Student Development and Support and the Director of Health Corps to determine student profile (student involvement, advisor notes, physical and mental health, employment).
- i. The AVP for Student Well-Being works with the Counseling Center to arrange the appropriate counseling support for students, faculty, and staff impacted.
- j. The Office of Student Success’ Center for Support and Intervention, in conjunction with UK PR, works with impacted colleges, faculty, and student organizations, to offer support and send notifications.
- k. The Dean of Students or designee helps the family with such things as removal of the student’s personal items and working with campus partners to close out accounts, parking, etc.
- l. The VP for Student Success sends contact information for the family to the President for outreach, and the VP also sends a card to the family and attends funeral services if possible.
- m. Unless it is necessary, as a policy the University does not publicly announce student deaths.